

**BOROUGH OF COLLEGEVILLE
BUILDING PERMIT APPLICATION**

I. LOCATION OF PROPERTY

Address: _____

Zoning District: _____ Parcel #: _____ Lot: _____ Block & Unit: _____

II. OWNERSHIP

Private Public Tenant Other: _____

III. IDENTIFICATION (To be completed by all applicants)

OWNER Name: _____ Phone: _____

Address: _____

City: _____

Email: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____

Email: _____

PA CONTRACTOR REGISTRATION NUMBER: _____

DESIGN PROFESSIONAL: Name: _____ Phone: _____

Address: _____ City: _____ State/Zip: _____

Email: _____

IV. TYPE OF CONSTRUCTION OR IMPROVEMENTS

New Building Addition Alteration/Renovation Repair/Replacement

V. PROPOSED USE

One Family Two or more Family – number of units _____

VI. PRINCIPAL TYPE OF FRAME

Masonry (bearing walls) Wood Frame Structural Steel Reinforced Concrete

Other: _____

VII. TYPE OF SEWAGE DISPOSAL

Public Private (septic tank)

VIII. TYPE OF WATER SUPPLY

Public Private (well)

IX. TYPE OF HEATING FUEL

Gas Oil Electricity Coal Other: _____

X. DIMENSIONS

Number of stories _____ Total sq. ft. of floor area, all floors, based on exterior dimensions _____
Number of bedrooms _____ Number of bathrooms Full _____ Partial _____
Total building lot size – square footage _____ Total sq. ft. of area where work is being
completed _____

XI. SITE OR PLOT PLAN – (Please provide site or plot plan details)

XII. COST

Cost of construction/improvements _____

XIII. PLEASE NOTE: ALL CONTRACTORS MUST BE REGISTERED BY THE STATE OF PENNSYLVANIA. CONTRACTORS MUST PROVIDE THEIR CONTRACTOR REGISTRATION NUMBER AND A CERTIFICATE OF INSURANCE LISTING THE BOROUGH OF COLLEGEVILLE AS AN ADDITIONAL INSURED.

XIV. SIGNATURE

Deposit of check representing the fee for this application does not constitute approval of or granting of same by Collegeville Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Collegeville Borough.

Signature of Applicant

Date

XIV. VALIDATION (For Department Use Only)

Permit Number: _____ Permit Issued: _____

Permit Fee: _____ Check Number: _____

Approved by: _____

Title: _____

Date: _____

SCHEDULE OF FEES

(from Resolution 2017-01)

Residential, New Construction	\$.30 per sq. ft. (Min. \$75.00)
Additions, Residential	\$.30 per sq. ft. (Min. \$75.00)
Alterations, Renovations	\$.30 per sq. ft. (Min. \$75.00)
Commercial & Institutional New Construction	\$.30 per sq. ft. (Min. \$300.00)
Alteration, Renovations Commercial & Institutional	\$.30 per sq. ft. (Min. \$300.00)
Commercial Roofing Repair/Replacement	\$75.00
State Surcharge	\$4.00

Borough of Collegeville
491 E. Main Street
Collegeville, PA 19426
610-489-9208 610-489-6661 Fax www.collegeville-pa.gov

BOROUGH OF COLLEGEVILLE
BUILDING PERMIT PROCEDURES

A building permit is required for all new construction including renovations, alterations, and interior structural renovations.

PART I – Location of Property – Address, Zoning District, Parcel Number, Lot, Block & Unit must be provided on all applications.

PARTS II thru IX – Complete every section

PART X – Building and Lot Size – Dimensions of the building and property (length/width) and/or total square feet or acreage must be provided on all applications.

PART XI – Site of Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. On-lot sewer disposal systems and/or any easements/deed restrictions must be indicated.

PART XIII – Sign and date application – If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and/or contractor may be reached.

PART XIV – To be completed by Borough officials.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications for building permit. Cross Section Drawings, giving structural details as outlined below, must be included.

- a. **DIMENSIONS** – Show all dimensions of all proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- b. **FOUNDATIONS & FOOTINGS** – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8"). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials. Indicate location and R factor of all insulation required for footings, crawl spaces, and/or slabs.
- c. **MAIN BEAMS** – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *manufactured beams*, structural plans must be sealed by engineer or architect.

Borough of Collegeville
491 E. Main Street
Collegeville, PA 19426
610-489-9208 610-489-6661 Fax www.collegeville-pa.gov

- d. **FLOORS** – Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. If using *manufactured floor trusses*, structural plans must be sealed by engineer or architect.
- e. **WALL** – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the location of all wall insulation, its thickness and R factor (including basement walls). Indicate span of cantilever. Show railings and/or guards with height and spacing of all balusters where needed.
- f. **CEILING & ROOF FRAMING** – Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. If using *manufactured roof trusses*, structural plans must be sealed by engineer or architect.
- g. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- h. **INTERIOR** – Indicate type and thickness of materials to be used on interior walls and ceilings.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Collegeville Borough codes and ordinances.

PERMIT GRANTED – Work may not start until a permit has been approved and granted. Permit cards are to be displayed so as to be visible from the street.

GENERAL, PLUMBING, ELECTRICAL, HVAC CONTRACTORS – All general, plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered with the State of Pennsylvania and provide a Certificate of Insurance verifying Worker's Compensation coverage and Registration Number to the Borough. Also, all plumbing, electrical, heating and/or air conditioning personnel must register with the Borough of Collegeville. In addition, each contractor must obtain the appropriate permits for the work to be done.

INSPECTIONS – Call the Borough Office (610.489.9208) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, un-inspected work will not be granted final approval.

Borough of Collegeville
491 E. Main Street
Collegeville, PA 19426
610-489-9208 610-489-6661 Fax www.collegeville-pa.gov

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

A. THE CONTRACTOR IS: (if the owner is doing the work, check NO and sign below)

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

YES NO

If the answer is "yes", complete section B and C, as appropriate, and sign below.

B. INSURANCE INFORMATION (if filling out this section, the CONTRACTOR must sign below)

Name of Contractor _____

Federal or State Employer Identification No. _____

Contractor is a qualified self-insurer for Workers' Compensation

Certificate Attached

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy No. _____

Certificate Attached

Policy Expiration Date _____

C. EXEMPTION (if filling out this section, the CONTRACTOR must sign below)

Complete Section C if the contractor is claiming exemption from providing Workers' Compensation Insurance.

The undersigned swears or affirms that he/she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provided proof of insurance to the Borough.

Religious exemption under the Workers' Compensation Law. Must be notarized.

Signature: _____

Address: _____

County of: _____

Municipality of: _____

Subscribed and sworn to before me this

_____ day of _____ 20__.

Signature of Notary

My Commission Expires: _____

Borough of Collegeville
491 E. Main Street
Collegeville, PA 19426
610-489-9208 610-489-6661 Fax www.collegeville-pa.gov

TYPICAL CROSS SECTION

FILL IN THE BLANKS

